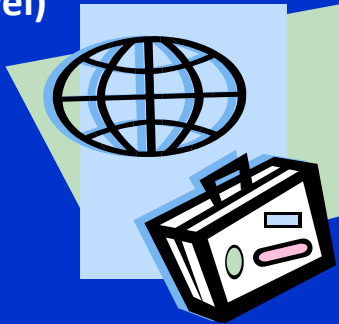


# Traveling out of country?

If you are planning to take unofficial travel (not TDY, PCS, etc.), here are the steps you need to take:

- 1) Complete AT Level I training prior to traveling - <https://atlevel1.dtic.mil/at/>
- 2) Set up an appt with the Garrison Security Office to review Foreign Clearance Manual compliance requirements (Ms. Clevenger); 634-8998 (for ALL OUT OF COUNTRY TRAVEL, EVEN TO GERMANY!)
- 3) Set up an appt for a country brief with the Vicenza MI Det; 634-7057/7688/8029 (recommended for ALL travel)



- 4) Register travel with the U.S. embassy or consulate nearest to their destination through the DOS website at <https://travelregistration.state.gov/ibrs/ui> (recommended for ALL travel)
- 5) Submit a memorandum for approval through the USAG Vicenza Garrison Commander to the Commanding General, USARAF (only for travel to countries for which the State Dept has issued a Travel Warning – [www.travel.state.gov](http://www.travel.state.gov))